

Thank you for your interest in submitting an abstract for the upcoming FSA Annual Meeting. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 786-300-3183 and ask to speak to Jason Levine (x100). You may also email [abstracts@fsahq.org](mailto:abstracts@fsahq.org) with your questions and comments.

The abstract submission system includes the following features:

**User Accounts:**

**All users must register to use the system.** All abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact the FSA office.

**Save for Later:**

If you need to leave before finishing a submission, simply logout and log back in later. Your abstract will be saved at the last point you saved data.

**Improved Support for Special Characters, Images, and Table:**

Most of the standard ASCII character set can be copied from your word processor and into the abstract text. Abstracts may now contain formatting, multiple images and tables, and improved scientific character recognition.

## **IMPORTANT DATE:**

# **The submission deadline is**

# **March 8, 2013**

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## Part 1 – Accessing the Abstract Submission Site


To access the abstract submission site, please go to the following page:

<http://www.submitmyabstract.com/default.cfm?&meetingId=50268>

On that page, you will see a link to access the abstract submission site. Please follow that link after reading the instructions on the FSA site.

After following the link you should this page:

**Abstract Submission and Management**



**Instructions:**

If you have already created an account **for this meeting**, please login on the right using your user id and password.

If this is your first time visiting this site **for this meeting**, please create an account by clicking on the appropriate link on the right. **Accounts from previous years are not saved.** You do need to create a new account for each meeting.

If you have already created an account, but have forgotten your username and password you can have them emailed to you by clicking on the appropriate link on the right.

**Welcome to the online abstract submission site for the FSA 2013 Annual Meeting.**

**A recent update to Microsoft Internet Explorer may cause some problems with this site. We are working to resolve the issue. Please use an alternate browser (Firefox, Chrome, Safari) if you can.**

**FSA 2013 Annual Meeting will be held  
June 7-9, 2013  
at the Breakers in Palm Beach, FL.**

**Submission Deadline: March 8, 2013**

**Please visit the following web page for other rules, guidelines, and instructions:**

<http://www.fsahq.org/abstracts/>

**ALL submitters MUST create a new account to submit an abstract(the link to create a new account is below the login box).**

Login

User ID:

Password:

**Attention:**

- Need to create an account? [Click here](#)
- Forgot your password? [Click here](#)

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

This is the entry page for the abstract software. Instructions are on the left of the page. Since this is your first visit, you will need to create an account. The link to create an account is found just below the login box. **ALL USERS MUST CREATE AN ACCOUNT.**

The rest of this user manual will walk you through the features and use of the abstract submission tool.

## **Part 1a – Technical Requirements**

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the abstract submission system.

### **Browsers and Operating Systems:**

#### **Windows:**

Fire Fox 4 or newer  
Chrome  
Opera  
Safari

#### **Macintosh:**

Safari  
Fire Fox 4 or newer

## Part 2 – Creating a New Account

You must create an account before you can submit abstracts for this meeting. Each user account can submit an unlimited number of abstracts. If your institution is planning on submitting multiple abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from [Part 1](#)), you will see the following screen:

### Register User

**Instructions:**  
This form is to register the **CONTACT NAME** for this account. Please enter the name and email address of the person who should receive all communications related to abstracts submitted for this meeting.

Please choose a user name that is easy to remember. Avoid using spaces or punctuation in the user name

All fields except Middle Initial are required. Fields with a red asterisk \* are required.

Please be sure you have access to the email address you are entering. A randomly generated password will be sent to that address upon submission of this form. This is done to certify that the email address being used is valid.

For technical support, please see the contact information at the bottom of the page

### Contact Name

Details

\*First Name:  M:

\*Last Name:

\*Title: MD ▾ (highest degree)

\*E mail:

\*Confirm E mail:

\*User ID:

Save

For technical assistance, please call (310) 437-0555 x 120

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual abstracts can have a different contact name if desired.


You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you white-list [submitmyabstract.com](mailto:submitmyabstract.com) email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the [FSA Office](#) for assistance.

## Part 3 – Logging In

By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this:

**6TZldrK3S2**

Follow the link in the email to go back to the abstract site login screen and enter the User ID you created into the user ID box (see below). The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your user ID and password, click the **Submit** button to log in.

Abstract Submission and Management	
 <p><b>FLORIDA SOCIETY OF ANESTHESIOLOGISTS</b></p> <p><b>Instructions:</b> If you have already created an account <b>for this meeting</b>, please login on the right using your user id and password.</p> <p>If this is your first time visiting this site <b>for this meeting</b>, please create an account by clicking on the appropriate link on the right. <b>Accounts from previous years are not saved.</b> You do need to create a new account for each meeting.</p> <p>If you have already created an account, but have forgotten your username and password you can have them emailed to you by clicking on the appropriate link on the right.</p>	<p><b>Welcome to the online abstract submission site for the FSA 2013 Annual Meeting.</b></p> <p><b>A recent update to Microsoft Internet Explorer may cause some problems with this site. We are working to resolve the issue. Please use an alternate browser (Firefox, Chrome, Safari) if you can.</b></p> <p><b>FSA 2013 Annual Meeting will be held June 7-9, 2013 at the Breakers in Palm Beach, FL.</b></p> <p><b>Submission Deadline: March 8, 2013</b></p> <p><b>Please visit the following web page for other rules, guidelines, and instructions:</b></p> <p><a href="http://www.fsahq.org/abstracts/">http://www.fsahq.org/abstracts/</a></p> <p><b>ALL submitters MUST create a new account to submit an abstract(the link to create a new account is below the login box).</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 300px;"> <p style="text-align: center;"><b>Login</b></p> <p>User ID: <input type="text" value="testuser"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div> <p><b>Attention:</b></p> <ul style="list-style-type: none"> <li>• Need to create an account? <a href="#">Click here</a></li> <li>• Forgot your password? <a href="#">Click here</a></li> </ul>
<p>For technical assistance, please call 786-300-3183 or email <a href="mailto:abstracts-AT-fsahq-DOT-org">abstracts-AT-fsahq-DOT-org</a></p>	

If you cannot remember your password, please click the correct link on the screen and go to [Part 3a – Resetting a Forgotten Password](#)

## Part3a – Resetting a Forgotten Password

Upon clicking the “Forgot your password? Click here” link on the login screen, you will be taken to the password reset screen:

**Abstract Submission and Management**

**Instructions:**  
Enter your **User ID** or the **email address** associated with your account and click "Submit"

Lost passwords are automatically reset. Your new password will be sent to you via email. If you do not receive the email within 5-10 minutes, please check your spam filters and then contact Technical Support.

**Lost Password**

User ID:

OR

Email:

For technical assistance, please call (310) 437-0555 x 120

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [FSA office](#) for technical support.

## Part 4 – The Main Menu

After a successful login, you will see the following screen:

The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with tabs for 'Meetings', 'Abstracts', 'Reports', and 'Users'. Below this bar, a link for 'New Abstract' is visible, along with the user ID 'testuser' and a 'logout' link. The main content area is titled 'Abstract Submission: Contact Information'. On the left, there are instructions for filling out the contact information, emphasizing the importance of the 'main contact' and providing technical support details. The form itself contains several fields: 'First Name' (Test), 'MI' (empty), 'Last Name' (User), 'Title' (BA), 'Address' (three empty lines), 'City' (empty), 'State' (a dropdown menu showing 'select'), 'Postal Code' (empty), 'Country' (United States), 'Phone' (empty), 'Fax' (empty), and 'Email' (test@test.com). At the bottom of the form, there are 'Cancel' and 'Next »' buttons. A footer note provides technical assistance contact information.

**Abstract Submission and Management**   [Meetings](#)   [Abstracts](#)   [Reports](#)   [Users](#)  
 » [New Abstract](#)   User ID: [testuser](#) | [logout](#)

**Instructions:**  
 Please fill out the contact information for the **main contact** for this abstract. The **main contact** is the person who will receive ALL notifications of acceptance or rejection as well as any questions we have about this submission. The **main contact** does not need to be an author and the same person can be the contact for more than one abstract.

Please fill in all required fields. Fields with a red asterisk \* are required.

When all information is complete, click on the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Contact Information**

Contact: \*First Name: Test   MI:   
 \*Last Name: User  
 \*Title: BA (highest degree)  
 \*Address:   
  
  
 \*City:   
 \*State: ----- select -----  
 \*Postal Code:   
 \*Country: United States  
 \*Phone:   
 Fax:   
 \*Email: test@test.com

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

As always, instructions are on the left of the page. Options will appear either in the content space to the right of the instructions or in the navigation bar above the instructions and content space. Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, **click the “New Abstract”** link at the top of the page ([go to Part 5](#)).

To change the randomly generated password, **click on your user ID** at the top right of the screen ([go to Part 4a](#)).

## Part 4a – Changing the Password

To change the randomly generated password to something easier to remember and type, click on your User ID at the top right of the main menu. You will see the following screen:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [wnealon](#) | [logout](#)

**Instructions:**  
To change the randomly generated user password, click your **User ID** at the top right of this screen.

Click **New Abstract** at the top of this page to begin submitting an abstract for this meeting.

If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.

If you need to remove an abstract from consideration, please click on that abstract's title and then choose **Delete**.

Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click **Status** to receive explanations of status.

For technical support, please see the contact information at the bottom of the page.

### Contact Name

Details

\*First Name:

\*Last Name:

\*Title:  (highest degree)

\*E mail:

\*Confirm E mail:

\*User ID:

\*Password:  (8-15 alphanumeric)

Confirm:

For technical assistance, please call (310) 437-0555 x 120

To change the password, first enter your email address in the “Confirm Email” text box and then simply enter the new password in the Password and Confirm fields and click the **Save** button. *You will see a message at the top of the screen if the information was saved successfully.* At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

## Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** link at the top of the Main Menu, you are taken to the following screen:

**Abstract Submission and Management** | [Meetings](#) | [Abstracts](#) | [Reports](#) | [Users](#)

» [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Instructions:**  
Please fill out the contact information for the **main contact** for this abstract. The **main contact** is the person who will receive ALL notifications of acceptance or rejection as well as any questions we have about this submission. The **main contact** does not need to be an author and the same person can be the contact for more than one abstract.

Please fill in all required fields. Fields with a red asterisk \* are required.

When all information is complete, click on the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Contact Information**

Contact: \*First Name:  MI:   
 \*Last Name:   
 \*Title:  (highest degree)  
 \*Address:   
  
  
  
 \*City:   
 \*State:   
 \*Postal Code:   
 \*Country:   
 \*Phone:   
 Fax:   
 \*Email:

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

All fields marked with the **red asterisk (\*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional.

Click the **Next** button at the bottom of the page to continue, or click the **Cancel** button to discard this abstract and return to the Main Menu.

**Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions**

Abstract Submission and Management		Meetings	Abstracts	Reports	Users
» <a href="#">New Abstract</a>		User ID: <a href="#">testuser</a>   <a href="#">logout</a>			
<p><b>Instructions:</b></p> <p><b>DO NOT</b> use your browser's BACK button. Use the back button located at the bottom of this page.</p> <p>Please enter the title of the abstract now. Maximum length is 254 characters.</p> <p>Click "Add Author" to enter each author, starting with the First (Primary) Author of the abstract. If you want to make changes to an author, click the author name link. If you want to delete an author, click the author name link.</p> <p>Within the "Add Author" window that will appear, use the "Presenter" radio button to indicate which author will present the abstract if it is accepted.</p> <p>When you are done, click the "Save &amp; Continue" button to save your work. If you click the "Back" button without saving, you will lose the changes you have made on this page.</p> <p>For technical support, please see the contact information at the bottom of the page.</p>	<p><b>Abstract Submission: Titles, Authors &amp; Institutions</b></p> <p>*Abstract Title: <input type="text"/></p> <p>*Institutions: <input type="text"/></p> <p>*Author(s): <input type="text"/></p> <p style="text-align: center;"> <input style="border: 1px solid black;" type="button" value=" &lt;&lt; Back "/> <input style="border: 1px solid black;" type="button" value=" Add Author "/> <input style="border: 1px solid black;" type="button" value=" Save &amp; Continue &gt;&gt; "/> </p> <p><b>**</b> As a provider accredited by the Accreditation Council for Continuing Medical Education (ACCME), FSA must insure balance, independence, objectivity, and scientific rigor in all of its individually sponsored or jointly sponsored educational activities. We are required to identify and resolve all potential conflicts of interest with any individual in a position to influence and/or control the content of CME activities. A potential conflict of interest is considered to exist if the individual and/or their spouse or partner has received financial benefit in any amount from a commercial interest involved in the activity within the past 12 months. A commercial interest is defined as any proprietary entity producing health care goods or services, with the exception of non-profit, government organizations or providers of clinical service directly to patients. All disclosure information will be reviewed to determine if a potential conflict of interest exists. Additional information may be requested to make this determination. Any changes in the disclosure information prior to the presentation should be forwarded to the FSA office.</p>				
<p>For technical assistance, please call 786-300-3183 or email <a href="mailto:abstracts-AT-fsahq-DOT-org">abstracts-AT-fsahq-DOT-org</a></p>					

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

Enter all of the institutions for the abstract authors on the next line. This field is also limited to 254 characters.

Click **Add Author** to begin adding the First (Primary) Author.

The screenshot displays the 'Abstract Submission and Management' web application. At the top, there are navigation tabs for 'Meetings', 'Abstracts', 'Reports', and 'Users'. Below these, a 'New Abstract' link is visible. The main header area shows 'User ID: testuser' and a 'logout' link. On the left, there are instructions for users, including a warning not to use the browser's BACK button and a note about the abstract length. The central part of the page is titled 'Abstract Submission: Titles, Authors & Institutions'. It contains input fields for 'Abstract Title' and 'Institutions'. A modal dialog box titled 'Abstract Submission: Add Author' is open in the foreground. This dialog box has fields for 'First Name or Initial', 'MI', and 'Last Name'. It also has a 'Title(s)' field with a note to separate multiples with a space (e.g., 'PhD RN'). Below these is a 'Presenter' section with radio buttons for 'Yes' and 'No', and a note '(will this author be the presenter?)'. At the bottom of the dialog is a question: 'Has this author or their spouse had within the last 12 months a relevant financial relationship with a commercial interest?', with 'Yes' and 'No' radio buttons. 'Cancel' and 'Submit' buttons are at the bottom of the dialog. On the right side of the background page, there is a 'Continue >>' button and a partially visible text block starting with 'ACCME),'. The bottom of the page has a footer with technical information.

Enter in the author's name and use the Presenter check-off to indicate whether the author will present the abstract at the FSA Meeting if it is accepted. Then check-off if there is a relevant financial relationship to disclose for the author or their spouse.

***The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion***

It is at this point where you must disclose any and all relevant financial relationships with commercial interests. **If there is nothing to disclose, select No; you be taken back to the previous page where you may add more authors. If there is anything to disclose, select Yes; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.**

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there are tabs for 'Meetings', 'Abstracts', 'Reports', and 'Users'. Below these, a 'New Abstract' link is visible. The main header reads 'Abstract Submission: Titles, Authors & Institutions'. On the left, there are instructions: 'Instructions: DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.' and 'Please enter abstract length is'. The main form area has fields for 'Abstract Title:' and 'Institutions:'. A modal dialog box titled 'Add Author' is open, showing a 'Disclosure: Test User' form. The form includes a section for 'Please provide information regarding compensation the author received:' with fields for 'Company:', 'What was received:' (a dropdown menu), and 'What was the role:' (a dropdown menu). Below this is a section for 'Is this relevant to this abstract:' with radio buttons for 'Yes' (selected) and 'No'. The 'Yes' section is highlighted with a red box and contains a list of conflict of interest management strategies:
 

- ☐ The financial relationship does not relate to the content of my educational assignment/presentation.
- ☐ I will be using best available published evidence to support my presentation. (Please explain or list evidence/studies cited below)
- ☐ I am changing my relationship with the commercial interest. (Please specify the nature of change below)
- ☐ All scientific data referenced or used as justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection, and analysis. (Please explain or list data referenced below)
- ☐ I suggest that my presentation be peer reviewed prior to the activity date. (List names of people who should peer review below separated by commas)
- ☐ I am unsure how to resolve my potential conflict of interest. Please have someone from the CME office contact me.
- ☐ Other. (Please specify below)

 At the bottom of the dialog box are 'Back' and 'Submit' buttons.

Enter author's financial disclosure.

If the disclosure is relevant to the abstract being submitted, click **Yes**; the strategy options for conflict of interest management will appear. Select the appropriate strategy and then click **Submit**.

If the disclosure is NOT relevant to the abstract being submitted, click **No** and then click **Submit** to advance to the next screen to add another disclosure or complete the disclosure entry for the author.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

The screenshot displays the 'Abstract Submission and Management' web application. The top navigation bar includes links for 'Meetings', 'Abstracts', 'Reports', and 'Users'. A 'New Abstract' link is visible in the breadcrumb trail. The user is logged in as 'testuser'. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User: Submitted' message. The message asks: 'Would you like to submit another statement of financial disclosure for this author for a different company? Click YES to proceed to the disclosure form. Click NO to close this window.' There are 'NO' and 'YES' buttons. The background form has fields for 'Abstract Title' and 'Institutions'.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step or **Back** to edit the contact information. From this point forward, if you leave the site, your abstract will be saved.

**Part 5 – Submitting a New Abstract || Step 3 – Presentation Type and Topic**

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there are navigation tabs: 'Meetings', 'Abstracts' (selected), 'Reports', and 'Users'. Below these, a link for 'New Abstract' is visible. The user ID is 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Type and Topic'. On the left, there are instructions: 'DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.'; 'Please check off all types of presentations you wish this Abstract to be considered for (if shown). Please note that the final decision on presentation will be made by the Program Chair for this meeting.'; 'Use the pull down list to select a topic for this abstract (if shown).'; 'Please answer all questions on this page as completely as possible.'; and 'For technical support, please see the contact information at the bottom of the page.' The main form area has a label '\*Topic: (Please choose the topic below that most closely matches the topic of your abstract)' followed by a dropdown menu showing 'select'. At the bottom of the form are '« Back' and 'Next »' buttons. A footer note states: 'For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)'.

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lease choose which format you wish to present this abstract if it is accepted for presentation. The Program Committee will take your preference into account but retains the right to make the final decision as to presentation type.

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Indicate whether the First Author or the Presenter is in a surgical residency or other surgical training program and if so, provide the anticipated date of completion of training.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

## Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.

**Abstract Submission and Management** [Meetings](#) [Abstracts](#) [Reports](#) [Users](#)

» [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Body**  
 Please enter up to 500 words.

**Editor Tool Bar**

« Back Next »

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

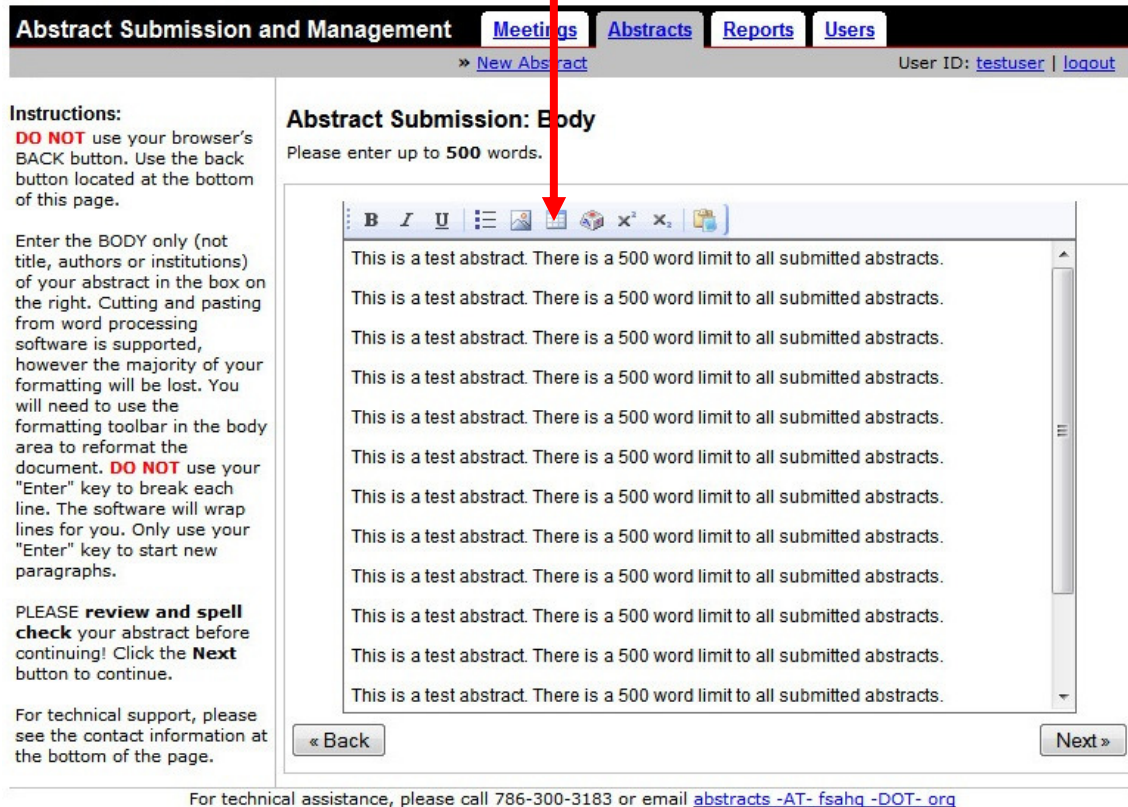
### Entering Text

1. You may enter abstract text simply by typing it in the abstract box.
2. Alternatively, you may use the editor's copy & paste function
  - a. You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

**Please Note:** Every abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system.

## Inserting an Image

1. Select the **Image icon** from the editor tool bar



The screenshot shows the 'Abstract Submission and Management' interface. At the top, there are tabs for 'Meetings', 'Abstracts', 'Reports', and 'Users'. Below these, a 'New Abstract' link is visible. The main content area is titled 'Abstract Submission: Body' and includes a word limit instruction: 'Please enter up to 500 words.' On the left, there are instructions for users, including a warning not to use the browser's BACK button and a reminder to review and spell check. The central text area contains a repeating test sentence: 'This is a test abstract. There is a 500 word limit to all submitted abstracts.' Above this text is a rich text editor toolbar with various icons, including a red arrow pointing to the 'Image icon'. At the bottom of the text area are 'Back' and 'Next' buttons. A footer note provides technical assistance contact information.

**Abstract Submission and Management** Meetings Abstracts Reports Users  
» New Abstract User ID: testuser | logout

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

**PLEASE review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Body**  
Please enter up to 500 words.

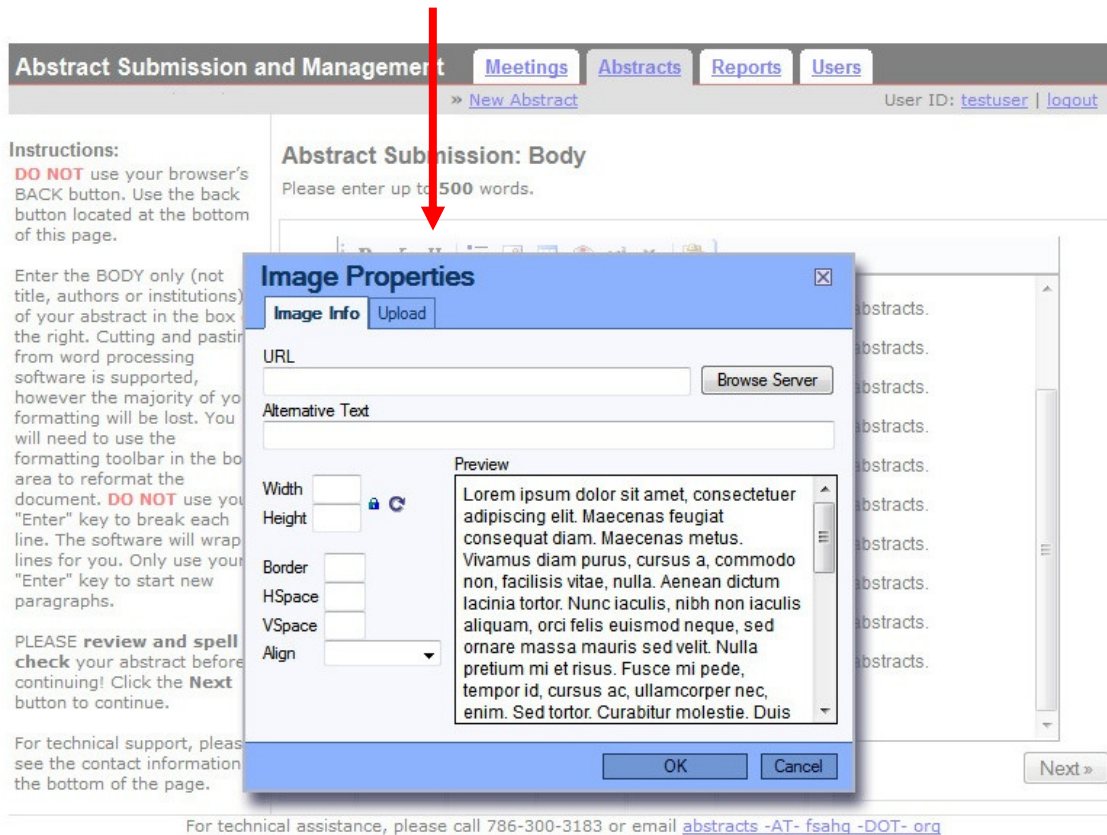
This is a test abstract. There is a 500 word limit to all submitted abstracts.  
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« Back Next »

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

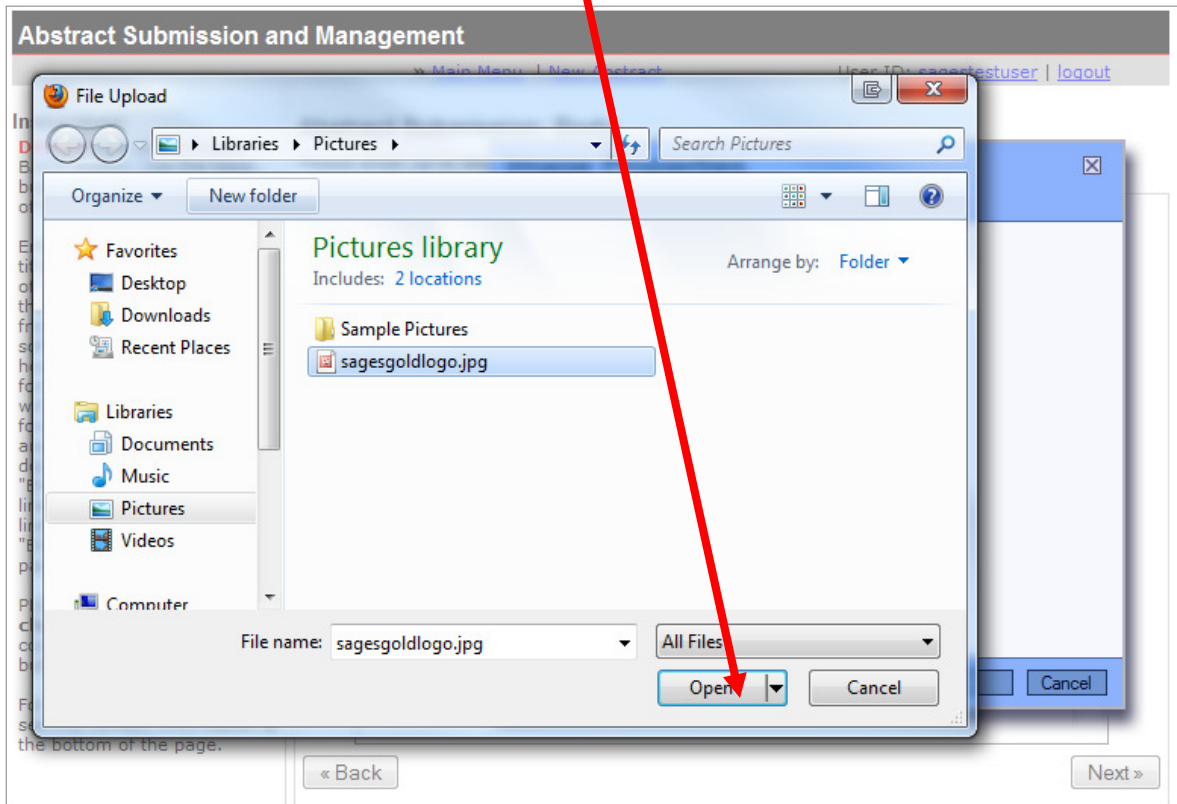
2. The Image Properties box will now appear on screen. **YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES.**

3. Select the **upload tab** to upload your image.

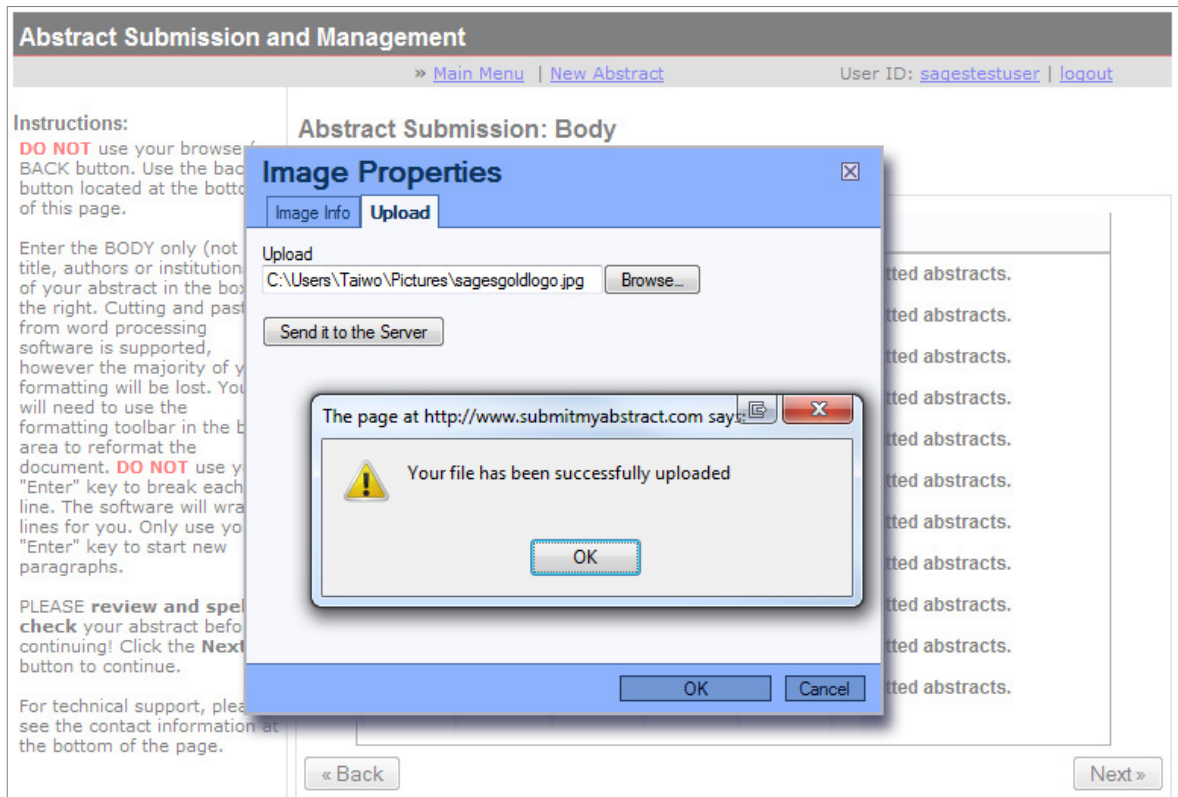


4. The file upload box will now appear on screen.
5. The Latin text you see is not your abstract but rather sample text that will be used to show how your image will be placed in relation to the text.
6. Select the **browse button** and navigate your local hard drive to locate the desired image.

7. Select the image and press the **open** button

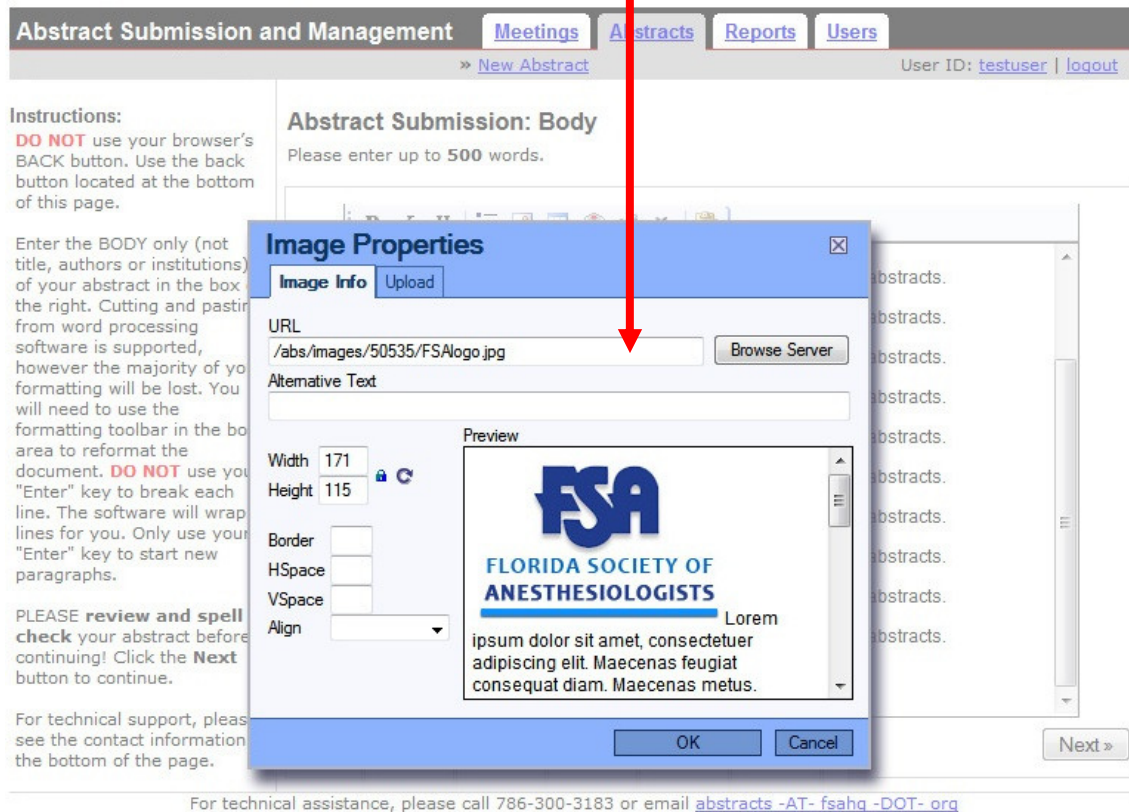


8. You will return to the **Image Properties** screen
9. Press the **Send to Server** button
10. An onscreen confirmation will appear when your image has successfully been uploaded.



11. Press the **OK** button on the confirmation dialog box.

12. Your image will now appear on the **preview screen** portion of the image properties.

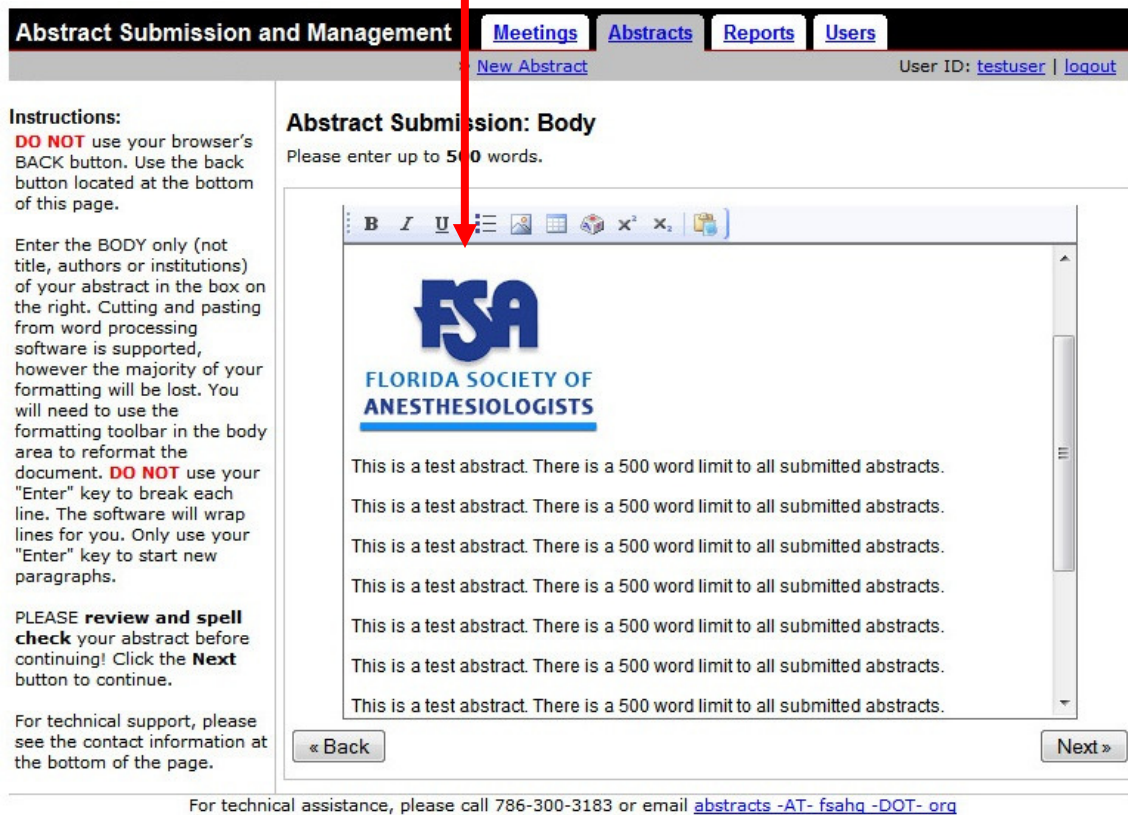


The screenshot shows the 'Abstract Submission and Management' interface with tabs for Meetings, Abstracts, Reports, and Users. The 'Abstracts' tab is active, and the 'New Abstract' link is visible. The 'Abstract Submission: Body' section is open, showing a text area for entering up to 500 words. The 'Image Properties' dialog box is open, displaying the 'Image Info' tab. The URL field shows '/abs/images/50535/FSALogo.jpg'. The 'Alternative Text' field is empty. The 'Preview' section shows a preview of the image, which is the FSA logo. The 'Width' is 171 and the 'Height' is 115. The 'Border' is set to 0, 'HSpace' is 0, 'VSpace' is 0, and 'Align' is set to 'left'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box. A red arrow points from the 'preview screen' text in the previous instruction to the 'Preview' section of the dialog box.

13. You can alter the height and/or width of the image at this time. If the preview image doesn't fit in the provided space, it may be too big and you will want to adjust it downwards. The lock icon means that changes to width will result in an auto-calculation of height and vice-versa. You may also change the alignment of the image to center it or right-align.

14. Press the **OK** button

15. Your image will now appear in your abstract editor box along with your submitted text.



**Abstract Submission and Management** [Meetings](#) [Abstracts](#) [Reports](#) [Users](#)

[New Abstract](#) User ID: [testuser](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Body**  
 Please enter up to 500 words.

**FSA**  
 FLORIDA SOCIETY OF  
 ANESTHESIOLOGISTS

This is a test abstract. There is a 500 word limit to all submitted abstracts.

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« Back Next »

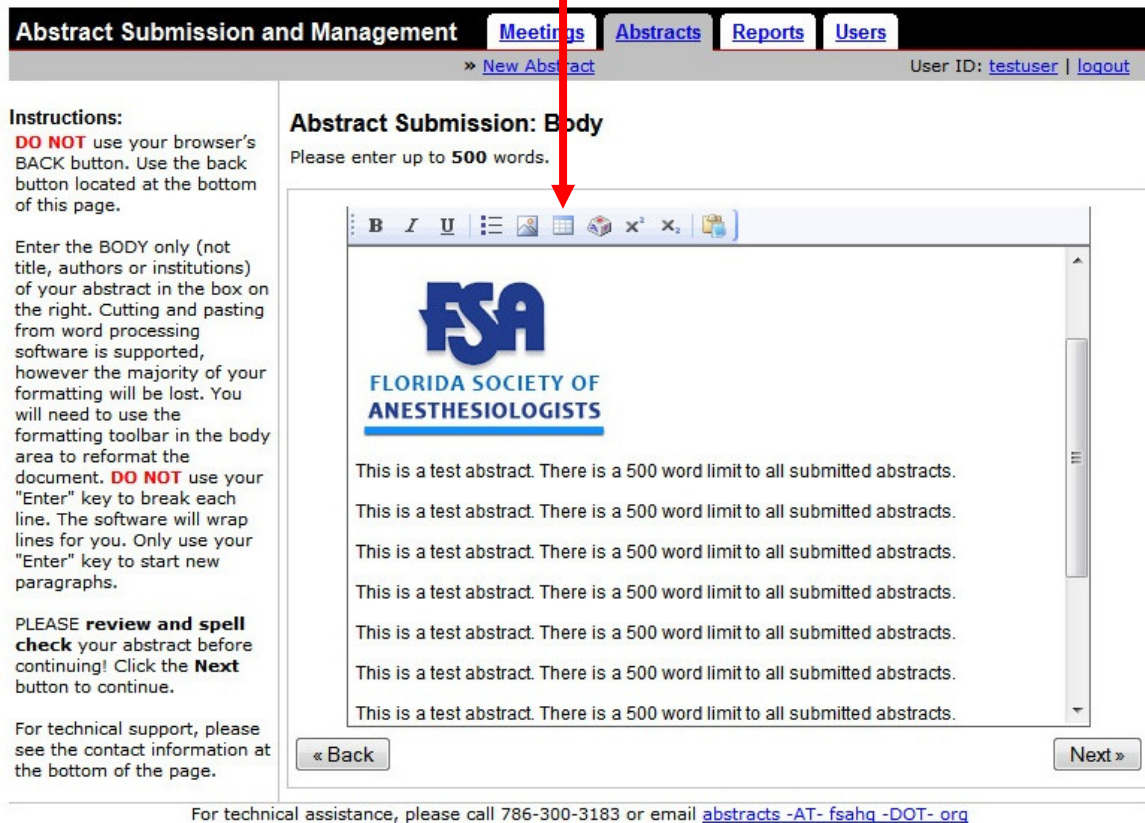
For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

16. Select **Next** to continue with the abstract submission

**Please Note:** We have provided support for small images in this software. While any color image may be inserted, this feature is primarily intended for graphs. **Because images must be in JPEG format and less than 100 kb in size and should be less than 600 pixels in width and height, we do not recommend that you attempt to insert high-quality intraoperative photos.** Additionally, we will print the abstracts in black and white only, so color images will not look as good in publication as they do on the screen.

## Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.



**Abstract Submission and Management** | [Meetings](#) | [Abstracts](#) | [Reports](#) | [Users](#)

» [New Abstract](#) | User ID: [testuser](#) | [logout](#)

**Instructions:**  
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**PLEASE review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

**Abstract Submission: Body**  
 Please enter up to **500** words.

Formatting toolbar: B, I, U, List, Table, Image, Link, Unlink, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo.

**FSA**  
**FLORIDA SOCIETY OF ANESTHESIOLOGISTS**

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« Back | Next »

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2. The Table Properties screen will now appear. YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES OR TABLES .

## 3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [wnealon](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting word processing software supported, however the majority of your formatting will be lost. You will need use the formatting toolbar the body area to reformat document. **DO NOT** use your "Enter" key to break each line. The software will wrap line for you. Only use your "Enter" key to start new paragraph.

PLEASE review and spell check your abstract before continuing! Click the Next button to continue.

For technical support, please see the contact information at the bottom of the page.

### Abstract Submission: Body

Please enter up to 500 words.

**Table Properties**

Rows:  Width:  pixels

Columns:  Height:  pixels

Headers:

Border size:

Alignment:

Cell spacing:

Cell padding:

Caption:

Summary:

OK Cancel

« Back

Next »

For technical assistance, please call (310) 437-0555 x 120

## 4. Press OK

## 5. A blank table will now appear in your abstract

### Abstract Submission and Management

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[Abstracts](#)
[Reports](#)
[Users](#)

[» New Abstract](#)

User ID: [testuser](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

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PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

### Abstract Submission: Body

Please enter up to **500** words.

**B**
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U



**FLORIDA SOCIETY OF ANESTHESIOLOGISTS**


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« Back

Next »

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## 6. Fill in the table with your desired data.

## 7. Select **Next**

## 8. Review and Accept Terms and Conditions

## Abstract Submission and Management

[Meetings](#)
[Abstracts](#)
[Reports](#)
[Users](#)

[» New Abstract](#)

User ID: [testuser](#) | [logout](#)

### Instructions:

This is a preview of your abstract, formatted for web page display. Your actual abstract may display somewhat differently.

Please review the abstract for errors. If you need to go back and make changes, click on the "Back" button **AT THE BOTTOM**. **DO NOT** use the browser's back button.

Please read the terms and conditions for submitting an abstract to this meeting and check the box to indicate your agreement. You will not be able to submit your abstract until you agree to the meeting's terms.

Once you have reviewed your abstract and agreed to the terms, please click the "Submit" button to submit your abstract to the meeting.


If an image is present, it may appear distorted because we have resized it to fix the screen. The actual image is not distorted in the abstract.

When all information is complete, click on the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

### Abstract Submission: Final Review

TESTING [Test Test](#), Test




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This is a test abstract. There is a 500 word limit to all submitted abstracts.

#### Terms and Conditions

On behalf of the authors, I transfer copyright of this abstract and if selected for presentation, print and/or electronic reproduction of presentation at the 2013 FSA Meeting, to the Florida Society of Anesthesiologists for publication.

☐ I agree to the terms and conditions listed above

[« Back](#)
[Submit](#)

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

**Please Note:** Once you have successfully created an abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

If you are ready to submit your abstract for consideration, then please read the Terms and Conditions in the box below your abstract. You must indicate your agreement to the Terms and Conditions by clicking the **"I agree"** box.

Click the **Submit** button to submit this abstract for review. You will get a confirmation email as a receipt and see the [Confirmation Screen](#) in your browser.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

An onscreen confirmation screen will appear once you have successfully submitted your abstract.

## FSA Abstract Submission Software Instructions

<http://www.fsahq.org/abstracts/>

**Please Note:** If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (5-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract

Abstract Submission and Management			
Meetings	Abstracts	Reports	Users
» <a href="#">New Abstract</a>		User ID: <a href="#">testuser</a>   <a href="#">logout</a>	
<b>Instructions:</b> Choose <b>Main Menu</b> to go back to main menu. You will be able to perform more operations there.  Select <b>logout</b> if finished	Thank you for submitting abstract 50535 to FSA. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.  Please click the Main Menu link above to return to your abstract management page.		

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For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

## Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more abstracts, the main menu will show the abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an abstract, your screen will look something like this:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

**Instructions:**  
To change the randomly generated user password, click your **User ID** at the top right of this screen.

Click **New Abstract** at the top of this page to begin submitting an abstract for this meeting.

If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.

If you need to remove an abstract from consideration, please click on that abstract's title and then choose **Delete**.

Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click **Status** to receive explanations of status.

For technical support, please see the contact information at the bottom of the page.

### Abstracts

Display: All

ID	Title	Status	Approval
50537	<a href="#">TESTING</a>	Pending	

Total Records: 1 Display: 1 - 1

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

Every abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:

### Abstract Text Definitions

**In Process:** Abstract has not yet been completed

**Pending:** Abstract complete, awaiting review

**In Review:** Abstract is being scored by reviewers

**Reviewed:** Reviewer has submitted his/her results

**Done:** Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of abstracts by status. Click an abstract title to edit or delete it as long as it is prior to the submission deadline.

## Part 6b – Abstracts that will be considered for presentation

Once the submission deadline passes, only abstracts marked as PENDING will go to the review stage.

Abstract Text Definitions	
<b>In Process:</b>	Abstract has not yet been completed
<b>Pending:</b>	Abstract complete, awaiting review
<b>In Review:</b>	Abstract is being scored by reviewers
<b>Reviewed:</b>	Reviewer has submitted his/her results
<b>Done:</b>	Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your abstracts before the submission deadline. Contact the [FSA Office](#) if you have questions.

## Part 6c – Abstract Management – Editing an Abstract

You may edit your abstract at any time prior to the submission deadline by clicking on the abstract title from the main menu. You will see the following screen:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

**Instructions:**  
Please review this abstract. If it is not complete, please complete it by the submission deadline or it will not be reviewed.

To delete this abstract, click **Delete Abstract**.


To edit this abstract, click **Edit**.

To go back to the main menu, click **Cancel Edit**.

To move to your next / previous abstract, use the **Next** or **Previous** links.

**Abstract: Edit** ID: 50537 << Previous | Next >>

TESTING [Test User](#), Test




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This is a test abstract. There is a 500 word limit to all submitted abstracts.

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**Session/Program:** N/A

**Status:** Pending  
**Approval:**

**Started:** 01/09/2013  
**Completed:** 01/09/2013

<< Previous | Next >>


For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

Click the “EDIT” button to begin editing the abstract. Editing is exactly the same process as entering an abstract, except all of the information you entered previously will be there. Refer to [Part 5](#) for instructions on using the data entry screens.

## Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an abstract (remove it from consideration or delete an abstract with errors) you do so by logging in and clicking on the abstract to be deleted. You will see the same screen from [Part 6b](#) above.

To delete, click the “Delete Abstract” button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:

Abstract Submission and Management							
» <a href="#">Main Menu</a>   <a href="#">New Abstract</a>	User ID: <a href="#">testuser</a>   <a href="#">logout</a>						
<b>Instructions:</b> Please review this abstract. If it is not complete, please complete it by the submission deadline or it will not be reviewed.  To delete this abstract, click <b>Delete Abstract</b> .  To edit this abstract, click <b>Edit</b> .  To go back to the main menu, click <b>Cancel Edit</b> .  To move to your next / previous abstract, use the <b>Next</b> or <b>Previous</b> links.	<div> <b>Abstract: Edit</b> <span>ID: 50537</span> <span>&lt;&lt; Previous   Next &gt;&gt;</span> </div> <div> <p>TESTING <a href="#">Test User</a>, Test</p>  <p><b>FLORIDA SOCIETY OF ANESTHESIOLOGISTS</b></p> <table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> <p>This is a test abstract. There is a 500 word limit to all submitted abstracts.</p> </div> <div> <p><b>Session/Program:</b> N/A</p> <p><b>Status:</b> Pending</p> <p><b>Approval:</b></p> <p><b>Started:</b> 01/09/2013</p> <p><b>Completed:</b> 01/09/2013</p> </div> <div> <span>Cancel Edit</span> <span>Delete Abstract</span> <span>Edit »</span> </div> <div> <span>&lt;&lt; Previous   Next &gt;&gt;</span> </div>						

For technical assistance, please call 786-300-3183 or email [abstracts-AT-fsahq-DOT-org](mailto:abstracts-AT-fsahq-DOT-org)

If you wish to continue and permanently delete this abstract, click “Yes” or click “No” to keep this abstract.